

**U. S. DEPARTMENT OF ENERGY
2000 ASPIRING LEADER PROGRAM (ALP)**

**APPLICATION PACKAGE (AP)
COVER SHEET**

TO: _____
(Training Officer)

FROM: _____
(ALP Applicant)

Attached is my application package for the 2000 Aspiring Leader Program. I have obtained supervisory reviews and other recommendations, and have coordinated the review of this application as required within my organization.

My preferences for program entry are numbered in priority order below:

II *Program I: January 23, 2000*

II *Program II: May 7, 2000*

This package contains:

- " AP 1 -- Supervisor and Agency Nominating Official Information**
- " AP 2 -- Developmental Activities**
- " AP 3 -- Purpose for Applying**
- " AP 4 -- Performance Appraisals**
- " AP 5 -- Assessment of Potential**
- " AP 6 -- Leadership Positions, Awards, and Honors**
- " AP 7 -- Formal Training Courses**
- " AP 8 -- Application for Federal Employment (SF-171, or computer software program equivalent, OF-612, or detailed resume with a current home address)**

SIGNATURE _____ **DATE** _____

TITLE _____ **SERIES/GRADE** _____

WORK NUMBER _____ **FAX NUMBER** _____

INTERNET ADDRESS _____

DEPARTMENTAL ELEMENT _____

AP

U. S. DEPARTMENT OF ENERGY
2000 ASPIRING LEADER PROGRAM (ALP)

**SUPERVISOR AND AGENCY NOMINATING OFFICIAL
INFORMATION**

(To Be Completed by Applicant)

Applicant's Name _____

Please complete the information below in reference to your first-line supervisor and agency nominating official.

Immediate Supervisor's Name _____

Title _____ Telephone Number _____

Agency Mailing Address _____

Agency Nominating Official _____

Title _____ Telephone Number _____

Agency Mailing Address _____

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DEVELOPMENTAL ACTIVITIES

(To Be Completed by Applicant)

Applicant's Name _____

Please describe three developmental activities that you have undertaken to meet work performance or personal objectives during the past five years. Under each activity, state how work assignments, voluntary activities (on-the-job), self-study, formal training, on-the-job training, special assignments, and/or personal activities (includes off-the-job voluntary activities) have contributed to your career development.

Activity #1:

Activity #2:

Activity #3:

AP 2

**U. S. DEPARTMENT OF ENERGY
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PURPOSE FOR APPLYING

(To Be Completed by Applicant)

Applicant's Name _____

Briefly explain your purpose for applying. Explain how participation in the ALP will support your career goals (3-5 years).

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PERFORMANCE APPRAISALS

Applicant's Name _____

In addition to providing us with the information needed below, please attach copies of your last two performance appraisal *summary rating sheets*.

1. Your most recent Performance Appraisal Summary rating: _____

Position: _____ Period Covered: _____

2. Your previous Performance Appraisal Summary rating: _____

Position: _____ Period Covered: _____

AP 4

**U. S. DEPARTMENT OF ENERGY
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ASSESSMENT OF POTENTIAL

Applicant's Name _____

TO: **Applicant's Supervisor**

The employee named above is applying for the ALP. This program is a 6-month, part-time career development program open to full-time permanent Federal employees at the GS-05, GS-06, or GS-07 level who demonstrate potential leadership qualities and abilities.

Please indicate on the scale below your rating of the applicant's potential for future leadership positions. Please briefly explain the rationale for your rating in the space below.

After completing this form, please return it to the applicant for discussion, if appropriate.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

(Please provide a narrative statement)

Supervisor

Name _____ Title _____

(Please Print)

Signature _____

Period of Time You Have Supervised Applicant: Years _____ Months _____

Date _____ Work Phone # _____

AP 5

U. S. DEPARTMENT OF ENERGY
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LEADERSHIP POSITIONS, AWARDS, AND HONORS

(To Be Completed by Applicant)

Applicant's Name _____

Part A:

Please list in the space below any leadership positions you have held during the past five years in either a professional (work-related) or personal (community/voluntary) setting. Explain your role and responsibilities.

Part B:

Please list in the space below any awards/honors/recognition (excluding annual performance awards) you have received in a professional (work-related) or personal (community/voluntary setting) during the past five years. Explain what you did to receive them and specify date (month/year).

AP 6

U. S. DEPARTMENT OF ENERGY
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FORMAL TRAINING COURSES

(To Be Completed by Applicant)

Applicant's Name _____

Please list all formal courses taken within the past three years. For training sponsored by the Department or funded by your organization, you may contact your training officer/coordinator to request a copy of your training history. In addition, you may submit transcripts or a listing of courses (names, dates, and hours) you have taken that were not sponsored by the Department or funded by your organization.

AP 7

**U. S. DEPARTMENT OF ENERGY
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APPLICATION FOR FEDERAL EMPLOYMENT

You may use an SF-171, a computer software program equivalent, an OF-612, or a detailed resume.

Please limit your descriptions of work experience in each block of Item #24 to 15 or fewer lines.

Please ensure that your home address is current.

